



Town of Los Altos Hills

City Engineer/Public Works Director

Filing Deadline – February 11, 2005

- Salary Range:** Salary range \$101,500 - \$123,367 annually, including Town-paid employee share PERS retirement, plus excellent benefits.
- About the Town:** Located in beautiful Santa Clara County, Los Altos Hills (pop. 8,355) offers a high quality of life in a small town residential atmosphere, surrounded by pathways and open spaces. Additional information about our community is available on our website at www.losaltoshills.ca.gov.
- About the Organization:** The organization offers a challenging, hands-on, team-oriented work environment. The position is assured of a variety of professional assignments that will provide a satisfying growth opportunity. The Town is operating under a 9/80 schedule with alternate Fridays off.
- Responsibilities:** Serves as the department head to the Engineering and Public Works departments. Establishes and implements 5 Year Capital Improvement Program; maintenance master plan; goals, priorities and budgets for Town-owned property and infrastructure. Evaluates issues and options regarding municipal public works and makes recommendations to the City Manager and City Council. Prepares RFP's and oversees street improvement, drainage, sanitary sewer and other projects. Provides effective supervision of staff scheduling, performance, training and workload management. Develops staff reports, oversees solid waste programs, and administers NPDES.
- Requirements:** Bachelors degree with a major in Civil Engineering, Construction Management, Public Administration or a related field. Possess or be able to obtain within one year of appointment registration as a Licensed Civil Engineer with the California Board for Professional Engineers and Land Surveyors. Experience with streets, sewer and drainage specifications. Minimum of 4 years of progressively responsible supervisory experience in municipal public works, engineering firm or equivalent. Self-motivated, goal-oriented, able to work diplomatically and effectively with Staff, City Council, Town Committees and the public. Excellent communication skills and computer literacy.
- Selection Process:** The selection process will begin with a screening evaluation of the submitted applications. Based upon this evaluation, the most qualified candidates will be scheduled for an interview.
- To Apply:** Applications and a complete job description are available at Town Hall and will be accepted until February 11, 2005. Submit applications to Town of Los Altos Hills Human Resources, 26379 Fremont Road, Los Altos Hills, CA 94022. A recruitment brochure and application is available on our website at www.losaltoshills.ca.gov, or call (650) 941-7222 ext. 222.